

Job Profile

Planning

Administrator

Position Summary

This position is the first point of contact for developers and residents who are wishing to modify zoning and land use or create/modify parcel fabric layout within the Municipality's jurisdiction. This individual provides planning advice, guidance and recommendations to Council and the general public on matters relating to the development and use of land. The position is focused on providing advice based on policies and governing documents issued by the Province and the Municipality, for consistency with long-term goals. This position also provides support, guidance and advice on matters relating to legislative requirements pertaining the building and by-law departments. It is important to reflect the importance of this position in meeting the strategic objective of improving the developers view of building in Callander.

Reporting Requirements

This position reports directly to the Senior Municipal Director.

Responsibilities

Development Applications:

1. The primary internal resource to support all areas of planning, zoning and municipal land sales.
2. Coordinates, oversees and is responsible for the administration of applications under the *Planning Act* for plans of subdivision/condominium, official plan amendments, zoning amendments, site plan approval, minor variances and severances including pre-consultation, review of complete applications, preparation of notices, staff reports and technical material, and conducting site visits.
3. Responsible for meeting development approval processes, as described under the Planning Act.
4. Coordinates the administration of applications for municipal land sales and deals with the public on potential sales/purchases, including surplus properties and shore road allowances.
5. Maintains complex clerical records and prepares accurate reports from such records.
6. Reads and interprets official plan policies, zoning by-law regulations, municipal by-laws, the Planning Act and associated regulations including Provincial Policy Statement and other applicable legislation, as well as Ministry of Natural Resources and Forestry (MNRF) mapping, GIS mapping and associated database information.
7. Provides a planning recommendation on all development applications, based on an analytical review of provincial policy and municipal planning documents.
8. Prepares planning reports and necessary maps/schedules.
9. Prepares and delivers a presentation for the public and Council, on each development application.

10. Attends all Committee of Adjustment meetings, and Council meetings when required.
11. Develops and maintains a system to track planning applications.
12. Submits OLT appeals creating the Clerk's Record, all affidavits and supporting documentation.
13. Appointed as a Commissioner of Oaths.
14. Appointed as the Certificate of Official for consent applications.
15. Liaises with various external agencies, such as the North Bay-Mattawa Conservation Authority, the Ministry of Natural Resources and Forestry, the Ministry of Transportation, the Ministry of Environment, Conservation and Parks, the Ministry of Municipal Affairs and Housing, etc.

Secretary-Treasurer of the Committee of Adjustment:

16. Acts as Secretary-Treasurer for the Committee of Adjustment, prepares agenda, record minutes, creates resolutions, and recommends the appointment of new members to Council.
17. Responsible for the preparation of agenda, minutes, notices, decisions and set up for the Committee of Adjustment meeting.

Other Planning Functions:

18. Responsible for the updates to the Official Plan and Zoning By-law, and the establishment of a consolidated version of the document when amendments are made.
19. Participates in and provides advice on updates and reviews of all long-term policies and plans, including the Official Plan, Zoning By-law and Strategic Plan.
20. Participates in and provides advice on the implementation of Community Improvement Plans.
21. Conducts zoning analysis on all building permit applications to confirm the development proposal's conformity to pertinent policy and municipal plans/strategies.
22. Maintains certification in Ontario Consent Authorities and Committee of Adjustment Association and keeps updated in areas of municipal planning and zoning.
23. Develops and maintains a system to track public inquiries.
24. Arranges and attends meetings to obtain information for development applications, and special reports/projects or discuss and resolve problems (developers, consultants, public agency representatives).
25. Assists with resolving by-law infractions and non-compliance with planning documents. Work collaboratively with the By-law Enforcement Officer(s) to ensure properties are brought into compliance.
26. Working with legal representatives, when necessary.

Administration:

27. Responds to telephone calls, inquiries, communicates information and resolves problems.
28. Word processes a variety of reports, correspondence and forms.
29. Assists in responding to correspondence as directed by management and Council.
30. Prepares a variety of complex reports and statistical information for Council and provincial organizations.

Health and Safety:

23. Complies with all health and safety policies and privacy procedures of the Municipality of Callander and identifies to management, areas to address to maintain a safe and healthy workplace.

Other:

31. Contributes to a strong and integrated municipal team through positive attitude, training and creativity.
32. Participates as part of the municipal team in serving the residents, business owners and visitors of Callander and providing high quality and affordable services to the taxpayers.
33. Contributes to departmental and municipal-wide goals and objectives and recommends new or improved ways to perform the corporate function.
34. Complies with policies and procedures of the Municipality of Callander.
35. Performs other tasks as assigned by supervisor.

Knowledge/Skills

- Working knowledge of planning and zoning as well as related legislation and regulations
- Good writing skills for the purposes of drafting letters, reports, and official responses on behalf of the Municipality.
- Ability to read, understand and clearly interpret all related legislation, regulations, bylaw, and policies.
- Strong research skills.
- Recognize, interpret, and analyze discrepancies in information and data.
- Strong verbal communication and writing skills.
- Good computer and keyboarding skills.
- Good record management skills.
- Ability to work independently.
- Good listening, problem solving, conflict resolution, customer service and complaint management skills.
- Good day to day planning, multi-tasking and prioritizing skills.
- Attention to detail.
- Sound working knowledge of statutory and procedural requirements related to Council and its committees and boards.

Experience/Education/Training

- Post-secondary training in planning or equivalent experience.
- Two (2) years of working experience preferably in a planning environment.
- Completion of AMCTO, AMO, or OACA courses, if no post-secondary training in planning, is considered an asset.

Working Conditions

Most of the elements of this position involve office, desk-related work on a computer. It is expected that this individual will be courteous and collaborative with the rest of the Municipal team.

Professional Development

- AMCTO, AMO, OACA or OPPI courses or similar courses as approved by the SMD

Council's Vision

It is important for each employee to keep the strategic areas of focus at the forefront of their work practices:

Strategic Areas of Focus

BUILD an Identity

GROW private sector investment

Keep Callander **AFFORDABLE** while maintaining quality services

SUPPORT a dynamic municipal team